


CITY COUNCIL
CITY AND COUNTY OF HONOLULU
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CITY COUNCIL
HONOLULU, HAWAII

July 23, 2007

Memorandum

TO: Clayton Wong, Council Administration
FROM: Councilmember Romy M. Cachola 
SUBJECT: HSAC Conference, June 7 – 8, 2007, Makena, Hawaii
Travel Report

WEDNESDAY, JUNE 6, 2007

- **Dinner Meeting**
Dinner meeting with NACo President Colleen Landkamer, hosted by Maui County Chair G. Riki Hokama. Ms. Landkamer spoke on behalf of NACo and its various programs, and provided a preview of the NACo Annual Conference, scheduled for July 2007 in Richmond, Virginia.

THURSDAY, JUNE 7, 2007

- **HSAC Executive Committee Meeting** (Attachment 1)
Discussed various issues
 - Update on the status of the 2007 HSAC legislative package. SB 1603, SD2, HD2 CD1 (Beach Liability) passed the legislature.
 - HSAC Bylaws and Policy Amendment – the Executive Committee voted to transmit to the general membership for its consideration a proposed amendment to the HSAC Bylaws to amend Section 18, to provide that HSAC shall be responsible and pay for the travel expenses of officers who serve on a steering committee of NACo to attend meetings of the steering committee, subject to availability of funds in the HSAC budget.

- **HSAC General Membership Meeting** (Attachment 2)

The meeting covered the following topics:

- Greeting - The membership was greeted by Councilmember Joseph Pontanilla (Treasurer, HSAC, and Member, Maui County), Councilmember Mel Rapozo (President, HSAC, and Member, Kauai County Council), Maui Council Chair G. Riki Hokama, Maui County Mayor Charmaine Tavares, Mayor, and Colleen Landkamer (President, National Association of Counties)
- Executive Committee Reports – The membership approved the reports of official action by the Executive Committee from June 16, 2006, through March 13, 2007.
- HSAC Budget for Fiscal Year 2007-08 - The General Membership approved the HSAC budget for Fiscal Year 2007-08 as recommended by the Executive Committee
- Slate of HSAC officers for Fiscal Year 2007-08 – The General Membership approved its slate of officers
- Nominees to NACo and WIR Board of Directors
- HSAC Bylaws Amendment – The motion to amend the HSAC bylaws was withdrawn. A motion was passed to move discussion of the proposed bylaws amendment to the next Executive Committee meeting.

- **Program Session - NACo Programs**

The following topics were discussed:

- Green Government Initiative – NACo president Colleen Landkamer
Colleen Landkamer is currently serving as the NACo President, as well as a County Commissioner in Blue Earth County, Minnesota.
- Nationwide Retirement Solutions
- Prescription Discount Drug Card - Kirby Bessant, Vice President of Consumer Programs for Caremark. His responsibilities for Caremark include seeking opportunities to improve outcomes and lower costs by creating a value-added relationship with members at every opportunity
- U.S. Communities (Nonprofit Government Purchasing Alliance) – Corey Imhoff, West Regional Manager for U.S. Communities. In this role, he is responsible for educating cities, counties, educational institutions, nonprofits, and other public agencies on the benefits of the U.S. Communities purchasing alliance.

JUNE 8, 2007

- **Program Session**

- Innovations in County Government
- Advocating for Counties Before the State Legislature - Dain P. Kane. Dain P. Kane served as a Legislative Liaison for the Maui County Council this year. Dain served four consecutive terms on the Council, from January 1999 through December 2006, holding the Wailuku-Waihee-Waikapu residency seat. During his tenure, Dain served as Council Chair, HSAC President, and NACo board member.

- Nationwide Retirement Solutions—Linda Barber & Rob Bilo. Linda Barber is Vice President for Relationship Management at Nationwide Retirement Solutions. Rob Bilo is a Regional Vice President with Nationwide Retirement Solutions and has more than 11 years of experience with Nationwide.
- Alternatives for Financing Capital Improvement Projects - Anthony A. Williams. Anthony A. Williams is Chief Executive Officer of Primum Public Realty Trust, a wholly owned subsidiary of Friedman, Billings, Ramsey Group, Inc. He co-founded Primum Public Realty Trust in 2007 with FBR as a real estate entity focused on buying and leasing back government and not-for-profit real estate. Anthony is a former Mayor of the District of Columbia (1999-2006)
- Automating Government Records - Ron Cornelison and Ryan Brad Schoenfeld. Ron Cornelison is the majority owner and managing partner of AmCad. His 36 years of experience include executive management positions in companies that are principally involved with technology, financial, and real estate operations. He has been both the co-founder and senior executive of a company ranked as the 20th fastest growing firm in the Country. Ryan Brad Schoenfeld is a Partner and Senior Vice President for Business Development and Marketing for AmCad.
- Dealing with Unfunded Liabilities - Susan Lebo. Susan Lebo is the Executive Vice President of Dryden Cost. Containment Group, LLC. She specializes in Advanced Funding and Employee Benefits Consulting.

Hawaii State Association of Counties

Counties of Kauai, Maui and Hawaii, City & County of Honolulu



MINUTES
HSAC EXECUTIVE COMMITTEE MEETING
June 7, 2007
Maui Prince Hotel, Makena Resort
Maui, Hawaii

I. CALL TO ORDER

The HSAC Executive Committee was called to order by President Mel Rapozo, at 8:34 a.m. The following members comprised a quorum:

County of Kauai:	President Mel Rapozo
County of Hawaii:	Vice President Bob Jacobson
City and County of Honolulu:	Secretary Romy M. Cachola
County of Maui:	Treasurer Joseph Pontanilla
Others present:	Hawaii Staff Barbara Lively Honolulu Staff Gavin Kennedy Honolulu Staff Andrew Sekine Kauai Staff Cyndi Ayonon Kauai Staff James Itamura Maui Staff Shelley Espeleta Maui Staff Gayle Revels

II. EXECUTIVE COMMITTEE MEETING MINUTES

The minutes of the April 12, 2007, Executive Committee meeting were approved as circulated.

III. REPORTS OF THE TREASURER

The March 2007 and April 2007 Treasurer's Reports were approved.

IV. REPORTS OF COMMITTEES

A. Executive Committee Reports



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The report of official action taken at the March 13, 2007, Executive Committee Meeting, submitting the recommendation of the proposed HSAC annual budget for fiscal year 2007-08, was approved.

B. County Reports

Hawaii County Report. None

City and County of Honolulu Report. None

Kauai County Report. None

Maui County Report. None

C. National Association of Counties (NACo) Report

President Rapozo stated that NACo reports will be addressed at the conference.

D. Western Interstate Region (WIR) Report

President Rapozo stated that WIR reports will be addressed at the conference.

V. UNFINISHED BUSINESS

A. 2007 HSAC Legislative Package Status Update.

President Rapozo announced that SB 1603, SD2, HD2, CD1 (Beach Liability), passed the legislature. Materials pertaining to the bill were distributed to the members. President Rapozo thanked all those involved in the passage of the bill for their hard work. Special thanks were extended to Kauai staff Ayonon.

VI. NEW BUSINESS

A. HSAC Bylaws and Policy Amendment

A motion was made to transmit to the general membership for its consideration a proposed amendment to the HSAC Bylaws to amend Section 18 ("Travel") to provide that the corporation shall be responsible and pay for the travel expenses of officers who serve on a steering committee of the National Association of Counties to attend meetings of the steering committee.

Secretary Cachola stated that officers who serve on NACo steering committees represent HSAC as well as their respective counties and, therefore, should be reimbursed from HSAC funds.

Treasurer Pontanilla suggested that consideration be given to establishing certain guidelines for reimbursements, such as setting a limit for the number of trips.

Vice President Jacobson stated that he does not want the proposal to impact his county's budget and that any increases in HSAC expenses should be offset by fundraising on the part of HSAC.

Secretary Cachola stated that the intent of the bylaws amendment proposal is to put officers' travel for NACo steering committee meetings on the same level as travel for board of directors' meetings. Secretary Cachola explained that officers appointed to serve on NACo steering committees must attend such meetings or they will be removed from the steering committee. Secretary Cachola suggested that the HSAC Treasurer review the budget to determine means by which monies may be allotted for reimbursing officers' steering committee travel. Secretary Cachola commented that first, the amendment should be approved, and then the monies should be evaluated.

Vice President Jacobson reiterated that additional expenses should be offset by HSAC fundraising efforts.

Treasurer Pontanilla stated that he needs to make an estimate of the amount of funds that would be needed to reimburse officers for steering committee travel and suggested that a decision on the proposed amendment be postponed until the next meeting to allow time to review the HSAC budget.

President Rapozo affirmed Secretary Cachola's understanding that attendance at NACo steering committee meetings is mandatory. President Rapozo suggested that the proposed bylaws amendment be further amended to add "subject to availability of funds in the HSAC budget." The additional language would provide that if there are insufficient funds in the HSAC budget to cover steering committee travel, then it would be up to the counties to fund such trips.

Secretary Cachola indicated that he agrees with President Rapozo's suggested amendment. Secretary Cachola then moved to amend the motion pursuant to President Rapozo's suggestion. The proposed amendment to Section 18 ("Travel") of the HSAC Bylaws would then read:

"(4) Officers who serve on a steering committee of the National Association of Counties to attend meetings of the steering committee, subject to availability of funds in the HSAC budget."

The motion was carried.

VII. ANNOUNCEMENTS

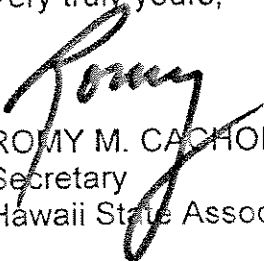
A. Schedule of Upcoming HSAC Meetings.

The next meeting is subject to call.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 a.m.

Very truly yours,


ROMY M. CACHOLA
Secretary
Hawaii State Association of Counties

Hawaii State Association of Counties

Counties of Kauai, Maui and Hawaii, City & County of Honolulu



MINUTES
HSAC GENERAL MEMBERSHIP MEETING
June 7, 2007
Maui Prince Hotel, Makena Resort
Maui, Hawaii

I. CALL TO ORDER

The General Membership meeting was called to order by President Mel Rapozo, at 9:12 a.m. The following members comprised a quorum:

County of Kauai: President Mel Rapozo

County of Hawaii: Vice President Bob Jacobson

City and County of Honolulu Secretary Romy M. Cachola

County of Maui Treasurer Joseph Pontanilla

Others present:

Colleen Landkamer, NACo President
Patty O'Connor, NACo
Pete Hoffman, Hawaii Councilmember
Donald Ikeda, Hawaii Councilmember
Barbara Marshall, Honolulu Council Chair
Donovan Dela Cruz, Honolulu Councilmember
Bill "Kaipo" Asing, Kauai Council Chair
Tim Bynum, Kauai Councilmember
Jay Furfaro, Kauai Councilmember
Ron Kouchi, Kauai Councilmember
Ernie Passion, Kauai County Clerk
G. Riki Hokama, Maui Council Chair
Gladys Coelho Baisa, Maui Councilmember
Bill Kauakea Medeiros, Maui Councilmember
Danny Mateo, Maui Councilmember
Michael Molina, Maui Councilmember
Hawaii Staff Barbara Lively
Honolulu Staff Gavin Kennedy
Honolulu Staff Andrew Sekine
Kauai Staff Cyndi Ayonon



OCS/070307/10:54/CT2

Kauai Staff James Itamura
Maui Staff Shelley Espeleta
Maui Staff Gayle Revels

II. GENERAL MEMBERSHIP MEETING MINUTES

The minutes of the June 16, 2006, General Membership meeting were approved as circulated.

III. REPORTS OF THE TREASURER

The following reports from the Treasurer were approved and placed on file:

- A. Report for May 2006
- B. Report for June 2006
- C. Report for July 2006
- D. Report for August 2006
- E. Report for September 2006
- F. Report for October 2006
- G. Report for November 2006
- H. Report for December 2006
- I. Report for January 2007
- J. Report for February 2007
- K. Report for March 2007
- L. Report for April 2007

IV. EXECUTIVE COMMITTEE MEETING MINUTES

The following Executive Committee meeting minutes from the Secretary were approved and placed on file:

- A. June 16, 2006
- B. July 10, 2006
- C. October 13, 2006
- D. December 18, 2006
- E. January 17, 2007
- F. February 23, 2007
- G. March 13, 2007
- H. April 12, 2007

V. EXECUTIVE COMMITTEE REPORTS

The following Executive Committee Reports were approved:

- A. Report of official action taken at the June 16, 2006, Executive Committee Meeting, approving the slate of HSAC officers for fiscal year 2006-07.

- B. Report of official action taken at the June 16, 2006, Executive Committee Meeting, approving a disbursement of \$1,000 to the Maui County Council for opening of a new HSAC checking account.
- C. Report of official action taken at the June 16, 2006 Executive Committee Meeting, approving the HSAC budget for fiscal year 2006-07.
- D. Report of official action taken at the July 10, 2006 Executive Committee Meeting, approving the appointment of Honolulu Councilmember Barbara Marshall to the Board of Advisors to the State Judiciary's Center for Alternative Dispute Resolution.
- E. Report of official action taken at the October 13, 2006 Executive Committee Meeting, approving the retention of HSAC President Mel Rapozo as the HSAC Representative on the School Impact Fee Working Group.
- F. Report of official action taken at the October 13, 2006 Executive Committee Meeting, approving amendments to the HSAC budget for fiscal year 2006-07.
- G. Report of official action taken at the October 13, 2006 Executive Committee Meeting, referring to the county councils three proposals for possible inclusion in the 2007 HSAC Legislative Package.
- H. Report of official action taken at the October 13, 2006 Executive Committee Meeting, submitting Honolulu Councilmember Romy M. Cachola as the HSAC nominee for appointment by the Governor to the Sister-State Committee.
- I. Report of official action taken at the October 13, 2006 Executive Committee Meeting, approving the appointment of HSAC President Mel Rapozo to the State Identity Theft Task Force.
- J. Report of official action taken at the October 13, 2006 Executive Committee Meeting, accepting the invitation to cosponsor the conference entitled "6th Annual New Partners for Smart Growth: Building Safe, Healthy and Liveable Communities."
- K. Report of official action taken at the December 18, 2006 Executive Committee Meeting, approving three proposals for inclusion in 2007 HSAC Legislative Package.

- L. Report of official action taken at the March 13, 2007 Executive Committee Meeting, submitting the recommendation of the proposed HSAC annual budget for fiscal year 2007-08.

VI. NEW BUSINESS

A. HSAC Budget for Fiscal Year 2007-08

Kauai Councilmember Ron Kouchi reported that he was troubled by certain events at the annual NACo conference at Chicago, which he attended as a private citizen.

Mr. Kouchi explained that in the past, the City and County of Honolulu had withdrawn from HSAC, and the four Hawaii counties thereafter came to a compromise whereby the counties would split equally (i.e., 25 percent) their share of HSAC expenses. Mr. Kouchi stated it was felt that maintaining unity among the counties was important, particularly with respect to the election of NACo officers. Mr. Kouchi stated that HSAC is able to act quickly to endorse candidates for NACo office, and HSAC's support for successful candidates has resulted in Hawaii's continued retention of a minority-at-large board of directors seat.

Mr. Kouchi stated that he was troubled by the Hawaii delegation's split vote at the Chicago conference. He indicated that he will vote in favor of the HSAC budget, which requires 25 percent allocations from the counties, but it is with the understanding that the Hawaii delegation will maintain the policy of the "unit vote" in order to ensure that Hawaii will be a significant player in NACo.

Mr. Kouchi further stated that the Hawaii delegation also supports WIR candidates as a unit with the hope that one of the Hawaii counties may be considered to host a WIR conference, which would generate monies for the host. Mr. Kouchi urged the Hawaii delegation to demonstrate unity at the upcoming conference at Richmond.

President Rapozo stated that he was the board member who split the vote, due in part to a recommendation from his NACo board member and his lack of understanding of the unit vote policy. President Rapozo indicated that he accepts responsibility for his vote and stated he will henceforth abide by the unit vote policy.

Secretary Cachola commended President Rapozo for accepting responsibility and affirmed Mr. Kouchi's understanding of the "unit vote" policy. Vice President Jacobson and Treasurer Pontanilla thanked President Rapozo for his statement.

The General Membership approved the HSAC budget for Fiscal Year 2007-08 as recommended by the Executive Committee and as set forth in the memorandum from Treasurer Joseph Pontanilla to Executive Committee members dated March 15, 2007.

B. Slate of HSAC Officers for Fiscal Year 2007-08

The General Membership approved the following slate of officers:

President	Mel Rapozo, Kauai Councilmember
Vice President	Bob Jacobson, Hawaii Councilmember
Secretary	Romy M. Cachola, Honolulu Councilmember
Treasurer	Joseph Pontanilla, Maui Councilmember

C. Nominees to NACo and WIR Boards of Directors

The General Membership approved the following nominees for the NACo and WIR boards of directors for fiscal year 2007-08:

NACo Board of Director	G. Riki Hokama (Maui)
NACo Board of Director	Shaylene Iseri-Carvalho (Kauai)
NACo Board of Director	Donovan Dela Cruz (Honolulu)
WIR Board of Director	Mel Rapozo (Kauai)
WIR Board of Director	Bob Jacobson (Hawaii)

D. HSAC Bylaws Amendment

The General Membership considered a proposal for a bylaws amendment that would be adopted as permanent corporation policy. The amendment to Section 18 ("Travel") of the HSAC Bylaws would read:

"(4) Officers who serve on a steering committee of the National Association of Counties to attend meetings of the steering committee, subject to availability of funds in the HSAC budget."

Secretary Cachola explained that the bylaws amendment is recommended due to a NACo policy that if a steering committee member misses two steering committee meetings, the member will be removed from the steering committee. Secretary Cachola indicated that since board of directors travel is reimbursed from HSAC funds, then travel for officers who serve on steering committees should also be reimbursed from HSAC funds. The adoption of this amendment would indicate to NACo that HSAC is committed to steering committee attendance. A motion was then made to adopt the proposed bylaws amendment.

Maui Council Chair Hokama, describing himself, along with Mr. Kouchi and Kauai Council Chair Asing, as an "old-timer," commented that state associations are allowed to forward nominees for consideration on NACo steering committees, but NACo does not kick off people from steering committees. NACo is concerned with the leadership positions because without the presence of leadership the entity cannot function. Mr. Hokama stated that he chairs NACo's Transportation Committee, which has approximately 125 members, but not all members attend each meeting. Officers, however, attend meetings because of their commitment to the NACo President to serve as leaders. Mr. Hokama stated that he appreciates the reasoning behind the proposal, but the original intent of that section of the HSAC bylaws was to provide for the expenses of NACo leadership — for example, those who serve as directors and officers. Mr. Hokama requested that the matter be deferred to allow input from senior HSAC members. Mr. Hokama further stated that participation on a NACo steering committee is voluntary, not mandatory.

Secretary Cachola thanked Mr. Hokama for his input and asked how many times a year a steering committee meets.

Mr. Hokama responded that steering committees meet a minimum of twice yearly, and the respective steering committee chair may choose to schedule additional meetings.

Treasurer Pontanilla asked Mr. Hokama to confirm his understanding that if a steering committee member is not an officer, then he is not required to attend the two meetings.

Mr. Hokama responded that if a person does not attend steering committee meetings, then the person's non-attendance should be the concern of the association that forwarded that person's name. Mr. Hokama stated that NACo assumes that if a person forwards his name, then that person has an interest in serving on a committee.

Mr. Kouchi stated that when the "Travel" section of the HSAC Bylaws was approved, the HSAC Executive Committee officers at that time also served on the NACo board. Mr. Kouchi further stated that if HSAC pays for the travel expenses of steering committee members, then HSAC should determine on which steering committees it would like representation. Mr. Kouchi indicated that an unspoken issue is criticism of officials who take trips and the lack of accountability for what officials do while on such trips. Accordingly, many counties choose to have limited budgets for conference travel. Mr. Kouchi stated that he appreciates the intent to have HSAC raise funds for steering committee travel. Mr. Kouchi also noted, however, that Oahu has in the past refused to hold conferences in order to raise monies.

Secretary Cachola thanked Mr. Kouchi for his comments and stated that the rationale for the proposed bylaws amendment is that not all counties have sufficient amounts of funds available for travel. Furthermore, three HSAC members serve on the transportation committee, and it is a key issue for all counties, not just Oahu. Secretary Cachola stated that he is willing to withdraw his motion in order to allow for further discussion of the proposed bylaws amendment.

The motion was withdrawn. A motion was passed to move discussion of the proposed bylaws amendment to the next Executive Committee meeting.

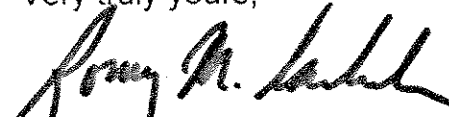
VII. ANNOUNCEMENTS

President Rapozo announced that following adjournment, members should immediately proceed to the adjoining room for the conference.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 a.m.

Very truly yours,

A handwritten signature in black ink, appearing to read "Romy M. Cachola", written over a horizontal line.

ROMY M. CACHOLA

Secretary

Hawai'i State Association of Counties

City and County of Honolulu
STATEMENT OF COMPLETED TRAVEL

- Statement due within 30 days of completing travel.
- Statement not turned in will result in total cash advance to be included as income on W-2.

I certify that I departed from Honolulu on official business on 6/06/07 at 3:50PM and returned to Honolulu on 6/08/07 at 7:39PM, as authorized (see attached Form M-6-69). The following is an accounting of expenditures and funds advanced to traveler (attach required receipts). Travel destination and purpose:

(1) PAYMENTS MADE BY TRAVELER FOR ALLOWABLE EXPENSES:

(a) Lodging, Meals and Tips:

From 6/06/07 to 6/08/07
2 days @ \$ 80 per day = \$ 160.00
The conference, etc., started: Date 6/06/07 Time 6:30PM
The conference, etc., ended: Date 6/08/07 Time 12noon

(b) Excess Lodging Costs: 2 days @ \$ 117.13 per day = \$ 234.26
Actual lodging cost per day \$ 167.13
Less lodging allowance per day (50.00)
Excess lodging per day \$ 117.13

(c) Limousine, Taxi, Bus:

DATE	DESTINATION	AMOUNT
		\$
		\$ -0-

(d) Other allowable expenses:

DATE	NATURE OF EXPENSE	AMOUNT
	Airfare (Advanced)	\$ <u>105.81</u>
		\$ <u>105.81</u>

TOTAL ALLOWABLE EXPENSES, (a) + (b) + (c) + (d) \$ 500.07

(2) CASH ADVANCED TO TRAVELER (0.00)

REIMBURSEMENT DUE TRAVELER \$ 500.07

AMOUNT DUE CITY FROM TRAVELER - If cash advances exceed expenses (\$)

SUMMARY OF TOTAL TRAVEL EXPENDITURES

Total Allowable Expenses (as shown above)	\$ <u>500.07</u>
Air Transportation Cost (not included above)	<u>0.00</u>
Registration Fee, etc. (not included above) (voucher #CCL133)	<u>175.00</u>
TOTAL TRAVEL EXPENDITURES	\$ <u>675.07</u>

Prepared by:

Romeo Cachola
Signature of Traveler
Romeo Cachola

APPROVED:

Robert W. King
Department Head